

WELCOME EMPLOYEE DEVELOPMENTAL CENTER BUILDING 2189



CLASSROOMS: All classrooms have been arranged in order to obtain optimum use.



OFFICE EQUIPMENT: Unfortunately not available for students use. If an **EMERGENCY** arises, a fax and a copy machine are located in Job Information, Room 151.



REST ROOMS: Rest Rooms are located in the 2nd and 3rd corridors. Rest Rooms with handicap access are located in the 2nd corridor.



TELEPHONES: Located in the area next to room 150 and next to room 100.
(either end of the building)



On-site Calls: Dial "2" or "7" and last four digits
DSN Calls: Dial "8" and the number
Local Calls: Dial "9", area code and number
Long Distance: Must use Pay phones located in main corridor



PARKING AND ENTRANCE: Entrance to the center **must** be made from the Route 235 south entry. Parking is located in the front of the building. Parking is **not** permitted in the fire lanes. Violators will be ticketed. Visitors **must not** park in the Security/Public Safety Office Parking Lot.



MESSAGES: Official Business and Personal Emergencies Only Please. Messages will be posted on the message board next to the Administrative Office, Room 150. Messages will only be delivered to students in cases of emergency. Students should check the message board during class breaks for messages. The number to leave messages is (301) 757-4127 or (301) 757-4122.



SMOKING: This a non-smoking building. **However** designated smoking areas **are** located at the end of the corridors. **SMOKING IS NOT PERMITTED OUTSIDE OF THE MAIN ENTRANCE!!!**



TRASH: All trash should be placed in proper receptacles. Recycling bins for paper and aluminum cans are located in each hallway.



VENDING MACHINES: Coffee, Soda, Juice and Snack Machines are Located in Room 139. However, coffee may be purchased, when available, from the Employee Development Division Coffee Mess located in the Administration Office, Room 150.



LUNCH: There are several eating establishments within the local area: Arbys, Bon Buffet, Burger King, Pizza Hut, Wendy's, KFC, McDonald's, Linda's Café, Popeyes and The Roost.